

ADMINISTRATIVE INTERNAL USE ONLY

DDA 76-0682

10 February 1976

MEMORANDUM FOR: Mr. John F. Blake, Deputy Director for Administration

SUBJECT : Energy Conservation

STATINTL REFERENCE : [REDACTED] dated 12 December 1975, same subject

1. As an Agency employee and as a taxpayer I fully subscribe to the thoughts expressed in reference. As you stated in paragraph 3, "Learning to live with energy-saving lower temperature levels includes ... a sense of personal involvement in the Government's campaign of energy conservation ..." It is in this context that I wish to bring to your attention the following energy wasting practice:

2. As I enter the building at the South Loading Dock between 0720 and 0730 hours I observe almost daily a government car(s) or pick-up truck(s) standing unattended with the motor running. I presume the only purpose this serves is to keep the vehicle warm until the operator returns from business inside the Headquarters building. Last year, at almost this same time, and only after a considerable number of telephone calls to locate the responsible Agency officers and inform them of the situation, action was taken to completely stop this practice; however, within a month it began again. Although at this time there fortunately are not as many cars/trucks left unattended with their motors running as there were, the practice persists.

3. While my first impulse was not to bother you with this matter, I feel that because my efforts last year were largely unsuccessful, any attempt by me to go through the same channels will produce only limited results. Accordingly, I am writing this memorandum directly to you with the thought that it will be directed the affected responsible officers and that this wasteful practice will be stopped completely and permanently.

Thank you,



STATINTL

DDA Distribution: (13 Feb 76)
Orig - DDA Subject file
1 - DD/Logistics (by hand)

ADMINISTRATIVE INTERNAL USE ONLY

LOGISTICS

STATINTL

12 December 1975

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ENERGY CONSERVATION

STATINTL Rescission: [REDACTED] dated 16 December 1974

1. The Presidentially-directed Federal Energy Management Program is continuing through fiscal year 1976. With the changeover to winter heating, the General Services Administration is required to maintain the Headquarters Building and Agency-occupied, leased buildings within the temperature range of 65 - 68°F.

2. The operation of portable heaters has been prohibited. Exceptions may be necessary, however, for the protection and operation of certain specialized equipment or to raise specific area temperatures to the minimum limits. Exceptions will be granted by the official responsible for the operation and maintenance of the facility and then only upon receipt of supporting documentation based upon consultations with appropriate technical personnel. The concurrence of the Agency's Energy Conservation Coordinator also is required.

3. Learning to live with energy-saving lower temperature levels includes the wearing of warmer clothing such as sweaters and vests, and a sense of personal involvement in the Government's campaign of energy conservation and the fight against rising operating expenses. All personnel are requested to do their part in limiting and reducing demands for energy resources in their immediate work areas by following these simple steps: switching off lights in offices and other working spaces that are not in use; switching off all electrical devices and equipment not considered essential to work requirements; closing those blinds that do not expose areas to the radiant heat of the sun to reduce heating losses through exposed window glass; and keeping the windows closed to (a) minimize loss of heat, and (b) preclude unexpected losses of pressure which must be maintained to achieve a balanced heating/ventilating system.

4. The continued cooperation of all Agency personnel is appreciated.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

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Mr. Blake,

Had Registry check to see if they
could locate "anything from last year"
but was unsuccessful.

However, have attached the Reference.

Del/2-11-76

W. J. ...
...
Show to
McDonald!